

City of San Antonio

NEW

Fuel Terminal Operating Instructions

For problems with fueling, contact your site administrator.

Mon-Fri: (210) 207-8380 7:00AM-Midnight
Emergency & Weekends: (210) 207-8222 Midnight-7:00AM



Vehicle Fueling With a CANceiver or Key FOB



If incorrect data is entered or you need to stop your transaction, press CLEAR.



Vehicle Fueling With CANceiver With or Without HID Badges

CUT YOUR VEHICLE OFF.

1. Fuel will not dispense if vehicle is running.

If incorrect data is entered or you need to stop your transaction, press CLEAR.

Vehicle Fueling With CANceiver

With or Without HID Badges

2. Flip pump handle on. Place Fuel nozzle into vehicle having a CANceiver, listen for the beeps. If you do not hear the beeps DO NOT PANIC continue with the process.



Pump Handle is in the on position when it is down.



You must introduce the pump handle to the wiring mechanism that has been installed around the gas filler hole by placing the nozzle into the gas tank.

If incorrect data is entered or you need to stop your transaction, press CLEAR.

Vehicle Fueling With CANceiver

With or Without HID Badges

IMPORTANT NOTICE!

Before you can fuel, you must make sure the device on the pump handle and the wiring system around the gas filler hole make contact. Contact is made when you hear several beeps. If you do not hear the beeps **DO NOT PANIC** continue with the process. If there is an error, you will get an “ERROR MESSAGE”. Press CLEAR. Start over. If you get a second “ERROR MESSAGE” call the site administrator.



If incorrect data is entered or you need to stop your transaction, press CLEAR.

Vehicle Fueling With CANceiver

With or Without HID Badges

3. Once you hear the beeps, press “ENTER” on keypad to begin. Even if you do not hear the beeps, press “ENTER” to begin.



If incorrect data is entered or you need to stop your transaction, press CLEAR.

Vehicle Fueling With CANceiver

With or Without HID Badges

4. Enter “PUMP/HOSE” number on keypad and press “ENTER”.



If incorrect data is entered or you need to stop your transaction, press CLEAR.

Vehicle Fueling With CANceiver

With or Without HID Badges

5. Wave the back of the HID Badge across the HID Reader. If you do not have a HID Badge enter “EMPLOYEE ID” or “GROUP ID” number (omit leading zeros) press “ENTER”.



In order for your HID Badge to work, it must be programmed with a bar code on the back. More likely than not, your badge is not a HID badge and you will enter your SAP# or Group ID#. The system will prompt you.

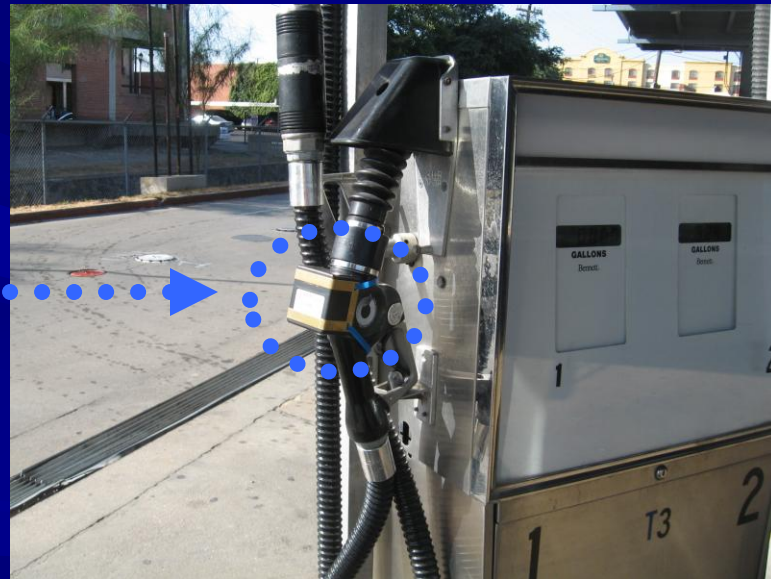
If incorrect data is entered or you need to stop your transaction, press CLEAR.

Vehicle Fueling With CANceiver

With or Without HID Badges

6. Fuel vehicle and return hose to cradle.

This device on the back of the pump hose communicates with the system installed in the vehicle through radio frequency



If incorrect data is entered or you need to stop your transaction, press CLEAR.

Vehicle Fueling with Key FOB

With or Without HID Badge

The KEY FOB has a series of numbers on one side. They are identification numbers. Wave the number side across the HID Reader.



If incorrect data is entered or you need to stop your transaction, press CLEAR.

Vehicle Fueling with Key FOB

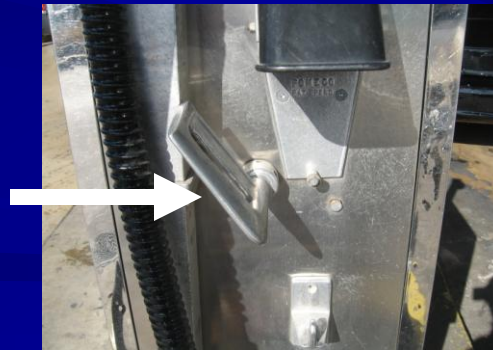
With or Without HID Badges

1. Place fuel nozzle into your vehicle.



DO NOT FLIP HANDLE!

OFF POSITION



If incorrect data is entered or you need to stop your transaction, press CLEAR.

Vehicle Fueling with Key FOB

With or Without HID Badges

2. Press “ENTER” on keypad to begin.



If incorrect data is entered or you need to stop your transaction, press CLEAR.

Vehicle Fueling with Key FOB

With or Without HID Badges

3. Enter PUMP / HOSE number on keypad and press “ENTER”.



If incorrect data is entered or you need to stop your transaction, press CLEAR.

Vehicle Fueling with Key FOB

With or Without HID Badges

4. Wave vehicle Key FOB in front of HID reader.



If incorrect data is entered or you need to stop your transaction, press CLEAR.

Vehicle Fueling with Key FOB

With or Without HID Badges

5. If prompted, enter ODOMETER / HOURS on keypad and press “ENTER”.



ODOMETER



HOURS

If incorrect data is entered or you need to stop your transaction, press CLEAR.

Vehicle Fueling with Key FOB

With or Without HID Badges

6. Wave the back of the HID Badge across the HID Reader. If you do not have a HID Badge, enter “EMPLOYEE ID” or “GROUP ID” number (Omit leading zeros) and press “ENTER”.



In order for your HID Badge to work, it must be programmed with a bar code on the back. More likely than not, you do not have a HID Badge and you will enter your SAP# or Group ID#. The system will prompt you.

If incorrect data is entered or you need to stop your transaction, press CLEAR.

Vehicle Fueling with Key FOB

With or Without HID Badges

7. Flip pump handle on selected pump to begin fueling.

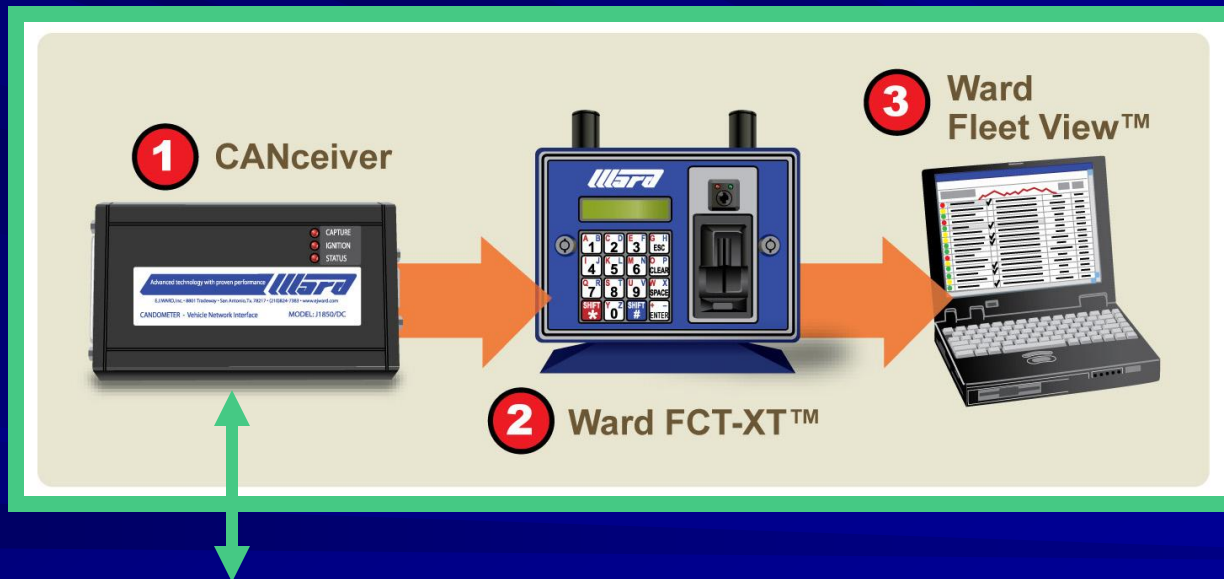


ON POSITION

If incorrect data is entered or you need to stop your transaction, press CLEAR.

City of San Antonio NEW Fuel Terminal Operating System

Once the vehicle data is captured in the (1) Ward CANceiver it is transmitted to (2) the Ward FCTTM. Each time the vehicle is fueled, the vehicle fuel transaction data is automatically sent to the fuel control terminal then is downloaded to the (3) client's host computer. This allows for more accurate data.



Installed in most City owned Vehicles

DEFINITIONS

■ CANceiver

- A transmitter that plugs in directly to the on-board computer

■ Vehicle Information Transmitter (VIT)

- A transmitter that is hardwired to the vehicle

■ HID Badge

- A Human Interface Device is a type of computer device that interacts directly with, and most often takes input/information from humans and delivers output/information to humans.

DEFINITIONS

■ Key FOB

- A small security hardware device with a built-in verification mechanism used to control and secure access to network services and data.

■ Employee ID

- SAP #

■ Group ID

- Identification number used by COSA's external customers

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